

Team Contract
ASTR 220 Spring 2016

Section and Team Name: _____

Date: _____

This team contract will set the procedures for the team for:

- Methods to contact other team members
- Deciding on the team philosophy and ground rules
- Setting team work due dates and obligations
- Setting team meeting schedules
- Provisions for dealing with team members who routinely do not complete their work or share it with the team, or in other ways are a significant negative influence to the team

1 Contact Methods

As a team, discuss the best ways to contact each team member. Email? Cell phone? Text message? Facebook? Make sure that all members have at least two ways to contact each other, and write the information below.

Team Member	Best Way to Contact Him/Her (include phone number, email address, etc.)	Alternate Way to Contact Him/Her (include phone number, email address, etc.)

2 Team Philosophy and Ground Rules

In this section, think about what type of philosophy or attitude you'd like the team to have in order to effectively complete the required projects. Earlier this semester, you read a blog article about different important aspects of team work, such as meeting face-to-face and "sharing the floor".

In the space below, discuss what aspects of team work you consider to be the most important and why. That is, what is your "team philosophy"?

In order to encourage your team's philosophy to be effective, what ground rules will you establish for team behavior and contributions? Write them here.

3 Team Meetings

The team needs to meet in order to ensure that the project is proceeding on schedule. These meetings may be in person, or by other methods, such as video conference, chat room, etc.

How will the team schedule meetings? How will you compromise if your schedules don't match up?

Where will the team meet? (This could be a physical location(s) or some type of online meeting type.)

The hand-out for the first project will be given in lecture on Feb. 11. When/where/how will you meet for the first time to talk about it?

4 Team Debate and Conflict

It's unlikely and not necessarily for all team members to agree all the time on what to do for the project.

How will the team make decisions about what to do? Vote and majority rules? All must agree? One person decides? Or some other way?

How will the team ensure cooperation and equal distribution of work?

4.1 Provisions for Dealing with Problem Team Members

A team member that routinely does these things may be a problem for the team in its effort to achieve its goals:

- A team member who regularly fails to complete his/her work on time.
- A team member who refuses to share his/her work with the team (and wants to submit it alone).
- A team member who does not communicate with the team regularly and/or does not attend team meetings regularly.
- A team member who regularly causes other problems, such as disrupting team meetings, refusing to compromise/agree with the team on work distribution, or other uncooperative behavior.

If such a team member is present on the team, the team needs to delineate a procedure for dealing with the problem team member; the procedure followed to completion could lead to “firing” the team member from the team. (A team member fired for a specific project will receive a zero for that project.)

In the space below, incorporate these steps into a team procedure for dealing with and potentially firing a problem team member. The procedure should include:

1. How the team will notify the problem member that there is a problem that needs to be rectified. (i.e., will you contact the team member in person in class? by email? how?)
2. How a second notice about ongoing problem(s) will be given to the team member. If a second notice needs to be given, then I should also be notified. You may contact me by email (mhayesge@umd.edu) or in class.
3. How the team will fire a problem team member once the previous steps are taken and the problem persists. This process must include a meeting with me, the problem team member, and at least two other team members. At this meeting, how will it be decided if the team member should be fired? (Will the team vote? Must the vote be unanimous? Will the vote be anonymous? Will another method be used?)

A team member that is fired for a specific project will receive a zero for that project. A fired team member will have the opportunity to campaign to have him/herself rehired by the same team or to be hired by another team.

5 Approval of the Team Contract by All Team Members

In the space below, each team member needs to sign his/her name. A team member's signature indicates that he/she has read the team contract and agrees to all provisions of the contract. If a team member is not present at the initial team meeting, then he/she cannot dispute any of the procedures in the team contract, but must agree. A copy of the team contract will be kept by me or the TA.

Signatures (each team member should sign each copy):